

The District of Columbia Office of Tax and Revenue (OTR) encourages businesses and individuals that are not in compliance with District tax laws to come forward voluntarily to bring their accounts into compliance. If a taxpayer has failed to pay District taxes by not reporting income or transactions, he/she may contact OTR to make satisfactory arrangements to clear their tax record by submitting a Voluntary Disclosure Agreement (VDA) request via [MyTax.DC.gov](https://mytax.dc.gov).

To begin a VDA request, click the link to open the [Voluntary Disclosure Online Request](#).

Voluntary Disclosure Agreement Request

[Home](#) > Voluntary Disclosure Agreement Request

1. Voluntary Disclosure Agreement (VDA) Request

2. VDA Periods Due

Voluntary Disclosure Agreement (VDA) Request

Account Type

Required

Filing Frequency

Required

Filing Period From

Required

Filing Period To

Required

I am a representative submitting on behalf of a taxpayer

ID Type

ID Number

Email

Required

Confirm Email

Street

Required

Street

Unit Type

Unit

City

Required

State
DISTRICT OF COLUMBIA

Zip Code

Required

Country
USA [Verify Address](#)

Phone Type
Business

Country Code
USA

1

Area Code

Required

Phone Number

Required

Extension

Please describe why you are requesting a Voluntary Disclosure Agreement

Required

Cancel

< Previous

Next >


2

- a. Click **Next**.

3. On the **VDA Periods Due** page, enter the **Estimated Tax Due** in the spaces provided for each applicable **Filing Period End** and **Return Due Date**.
 - a. Once completed, click **Submit**.

Confirmation

Home > Voluntary Disclosure Agreement Request > Confirmation

 Confirmation

Your Voluntary Disclosure Agreement (VDA) request has been successfully submitted. Please print a copy of this page for your records.

Your VDA request Confirmation Number is 0-000-079-544

Request Type: Voluntary Disclosure Agreement Request

Submitted Date: 11-Oct-2018 3:01:35 PM

Contact Us:
Office of Tax and Revenue
Audit Division
Email: vda@dc.gov

Printable View

OK

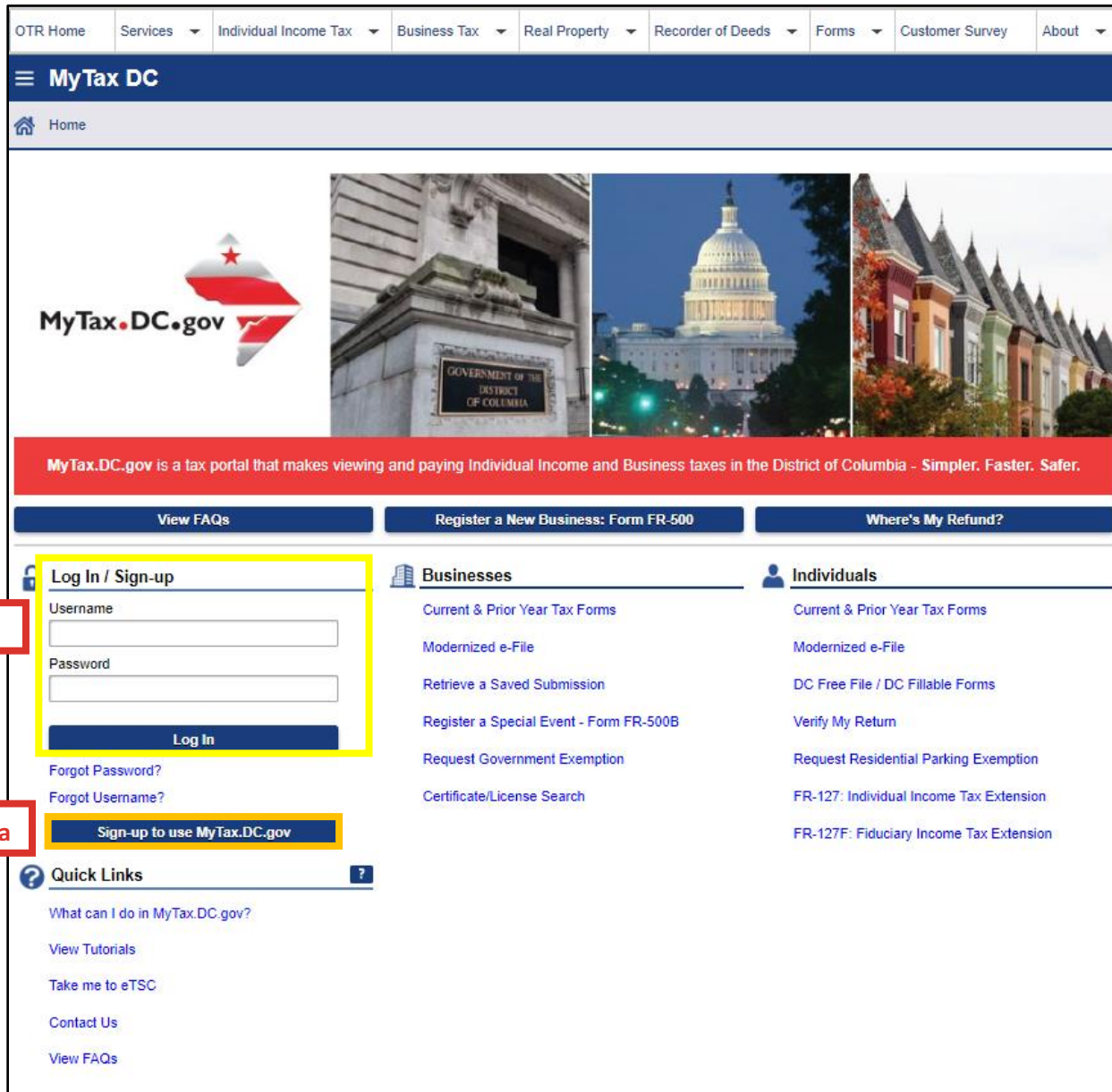
4

4. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.

How to Associate a MyTax.DC.gov Account to a VDA Case

Upon the Office of Tax and Revenue's approval of your Voluntary Disclosure Request, you will receive a *Voluntary Disclosure – Registration/Filing Returns* letter by U.S. postal mail. This letter will contain the **Confirmation Number** that is required to associate your [MyTax.DC.gov](https://mytax.dc.gov) account to a VDA case. Additionally, the letter will require you to register via [MyTax.DC.gov](https://mytax.dc.gov) before associating the account to the case.

Note: Please contact the [Audit VDA Division](#) if you do not have the Voluntary Disclosure – Registration/Filing Returns letter/confirmation number.



The screenshot shows the MyTax.DC.gov homepage. At the top is a navigation bar with links: OTR Home, Services, Individual Income Tax, Business Tax, Real Property, Recorder of Deeds, Forms, Customer Survey, and About. Below this is a blue header with the MyTax DC logo and a Home link. The main content area features a large banner with the MyTax.DC.gov logo and three images: the DC State House, the US Capitol, and a row of colorful townhouses. Below the banner is a red bar with the text: "MyTax.DC.gov is a tax portal that makes viewing and paying Individual Income and Business taxes in the District of Columbia - Simpler. Faster. Safer." Below this are three blue buttons: View FAQs, Register a New Business: Form FR-500, and Where's My Refund?. The main content area is divided into three columns. The left column is titled "Log In / Sign-up" and contains a login form with fields for Username and Password, a Log In button, and links for "Forgot Password?" and "Forgot Username?". A red box with the number "1" is placed to the left of the login form. Below the login form is a blue button labeled "Sign-up to use MyTax.DC.gov", which is highlighted with a red box and the label "1a". The middle column is titled "Businesses" and lists links for "Current & Prior Year Tax Forms", "Modernized e-File", "Retrieve a Saved Submission", "Register a Special Event - Form FR-500B", "Request Government Exemption", and "Certificate/License Search". The right column is titled "Individuals" and lists links for "Current & Prior Year Tax Forms", "Modernized e-File", "DC Free File / DC Fillable Forms", "Verify My Return", "Request Residential Parking Exemption", "FR-127: Individual Income Tax Extension", and "FR-127F: Fiduciary Income Tax Extension". At the bottom left is a "Quick Links" section with links for "What can I do in MyTax.DC.gov?", "View Tutorials", "Take me to eTSC", "Contact Us", and "View FAQs".

1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.
 - a. If you do not have a [MyTax.DC.gov](https://mytax.dc.gov) account, click **Sign-up to use MyTax.DC.gov** to register for an account (click [here](#) to access the "How to Sign up for MyTax.DC.gov" user guide).

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2. In the user profile, under the **Accounts** tab, click the tax type that is associated with the **Voluntary Disclosure Case** (e.g. Ballpark Fee).

Ballpark Fee
Welcome, vdaTest
Settings
Log Off

Home > Ballpark Fee

Account
TEST VDA STAGING
00025-41830
Ballpark Fee
280-001541087
Balance: \$0.00

Account Alerts
There are no alerts

I Want To

3

More...

Refund Request
Request to Close Account
Make a payment
Manage payments and returns
Request a Penalty Waiver

Recent Periods
Submissions
Correspondence
Names and Addresses
Logons

Recent Periods
View Periods

31-May-2019	\$0.00
31-May-2018	\$0.00

3. At the top right-hand corner of the screen, click **More** to view additional web requests.

I Want To
Welcome, vdaTest
Settings
Log Off

Home > Ballpark Fee > I Want To

I Want To
Refund Request
Request to Close Account
Make a payment
Manage payments and returns
Request a Penalty Waiver
Make a request to waive Late File Penalty and Late Pay Penalty

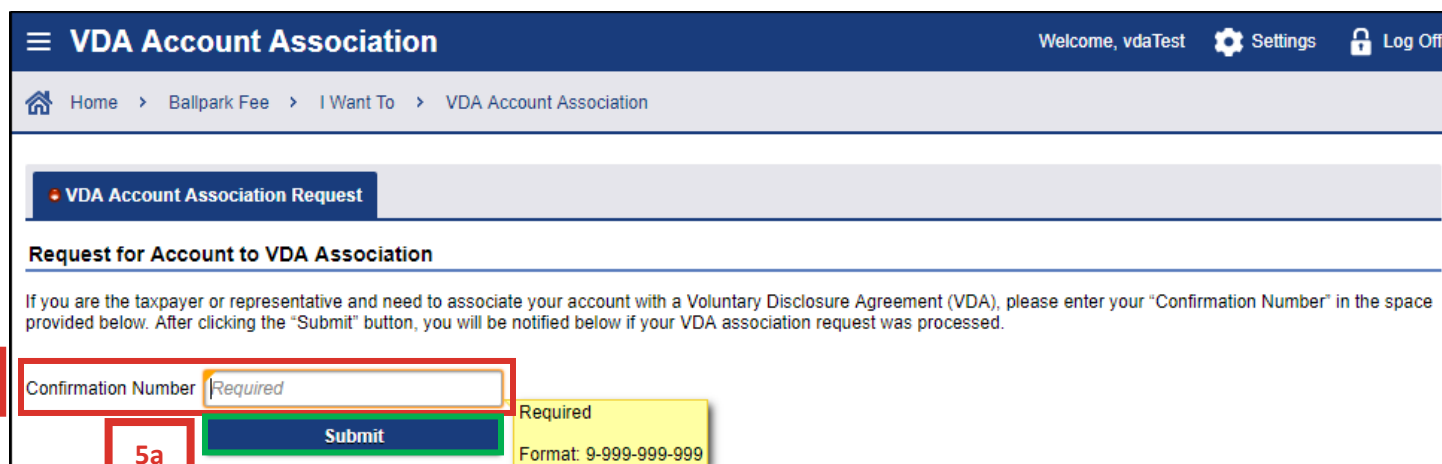
Payment Agreement
Request Payment Agreement
Update Payment Agreement Bank

Back Year Return
File Back Year Ballpark Fee

4

Voluntary Disclosure Agreement
Voluntary Disclosure Case Signature
Voluntary Disclosure Case Association

4. Under the Voluntary Disclosure Agreement header, click **Voluntary Disclosure Case Association**.



VDA Account Association Welcome, vdaTest Settings Log Off

Home > Ballpark Fee > I Want To > VDA Account Association

VDA Account Association Request

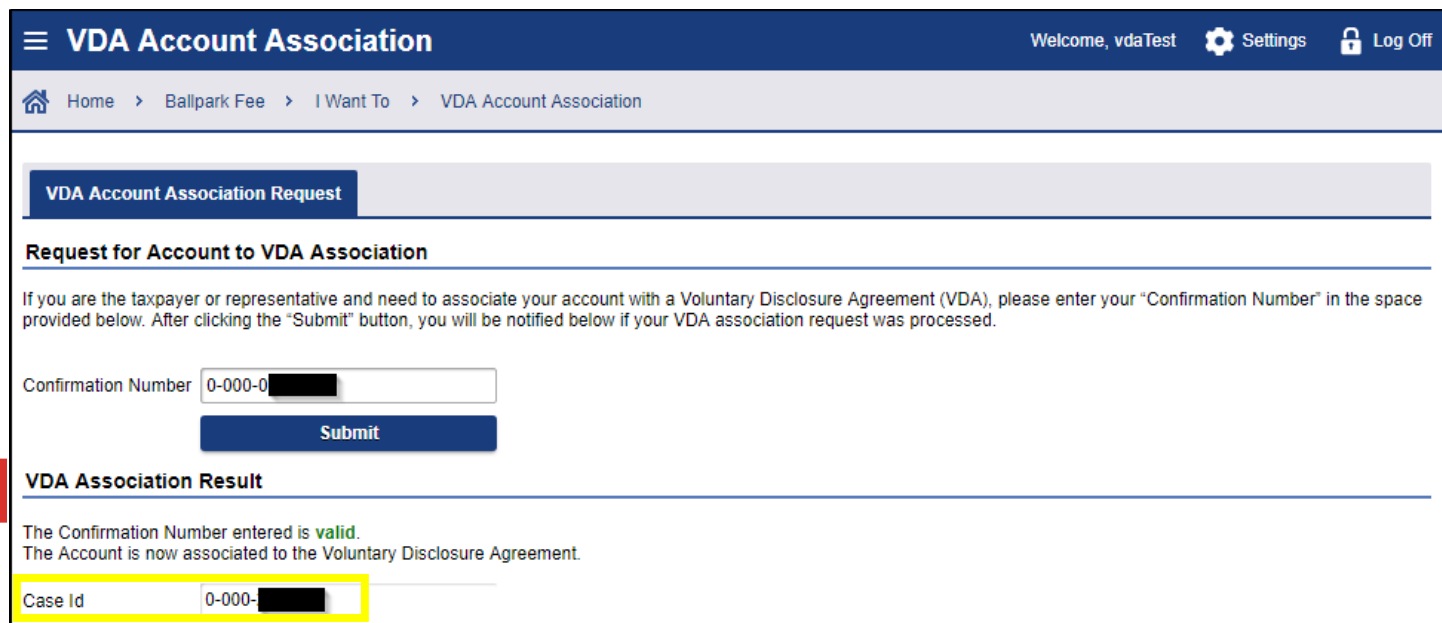
Request for Account to VDA Association

If you are the taxpayer or representative and need to associate your account with a Voluntary Disclosure Agreement (VDA), please enter your "Confirmation Number" in the space provided below. After clicking the "Submit" button, you will be notified below if your VDA association request was processed.

Confirmation Number Required

5a Submit Required
Format: 9-999-999-999

5. Enter the **Confirmation Number** from the *Voluntary Disclosure – Registration/Filing Returns* letter that you received in the mail.
 - a. Click **Submit**.



VDA Account Association Welcome, vdaTest Settings Log Off

Home > Ballpark Fee > I Want To > VDA Account Association

VDA Account Association Request

Request for Account to VDA Association

If you are the taxpayer or representative and need to associate your account with a Voluntary Disclosure Agreement (VDA), please enter your "Confirmation Number" in the space provided below. After clicking the "Submit" button, you will be notified below if your VDA association request was processed.

Confirmation Number 0-000-0 Submit

VDA Association Result

The Confirmation Number entered is **valid**.
The Account is now associated to the Voluntary Disclosure Agreement.

Case Id 0-000-0

6. Under the **VDA Association Result** header, a **Case Id** will display, and the tax account will be associated to the Voluntary Disclosure Agreement. Please save the **Case Id** for future reference.